OPI

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Test Security Information for Teachers

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MontCAS, Phase 2
2008 CRT and CRT-ALT

The following information is provided to all educators who handle testing materials and/or administer the CRT and CRT-Alternate Assessments.

> The Montana Comprehensive Assessment System (MontCAS), Phase 2 requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions and reading passages. With the exception of questions and reading passages released by the Montana Office of Public Instruction with official reports and on the OPI Web site, all test questions, as well as reading passages and performance tasks, are to be regarded as secure instruments and are for the sole purpose of the Montana CRT and CRT-Alternate testing. Any other use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As a professional educator, it is appropriate that you receive training on test security and administration so that you can fulfill your professional obligations. It is the responsibility of a professional educator is to maintain the security of the test and the test materials. The following list includes key information you should have received about test security and test administration:

- Test materials must be kept secure when not being used for testing.
- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Montana Office of Public Instruction.
- Test items, questions, reading passages, or performance tasks may not be shared or discussed.
- In the testing classroom:
    o What constitutes coaching?
    o What materials can and cannot be displayed in the testing classrooms?
    o How to administer the tests with accommodations?
- Follow procedures for materials handling and test administration outlined in the *Test Coordinators Manual* (if you are a school test coordinator) and the *Test Administrator Manual.* Your system and/or school test coordinator will provide copies of the appropriate manual for you.
- Follow the procedures in the *OPI Accommodations Manual* and *OPI Test Security Guidelines*. Your system test coordinator and your school test coordinator and/or principal have copies of both.
- What constitutes a security breach (specified in the OPI Test Security Guidelines and Test Security PowerPoint).
- All manuals and training PowerPoints for 2008 are on the OPI Website at the following link: http://www.opi.mt.gov/Assessment/Phase2.html

Please understand that a security breach could result in disciplinary action up to and including revocation of a professional license for the person responsible for the breach and/or invalidate student scores and impact AYP determination(s).

If you have questions, please contact Judy Snow, State Assessment Director, 406-444-3656 or jsnow@mt.gov.